

The Warren County School District invites you to respond to a Request for Proposals for web hosting service for our school locations in the Warren County School District. This request is for web hosting services for 11 school sites and one district site. We have approximately 6600 students, 515 teachers, and 30 administrators.

This will be a one-year contract. Quoted prices must be planned to be effective starting July 1, 2015 and extend through 1(one) or 3 (three) years depending on the proposal chosen. **Your contact person for this bid will be Katrina Haley, Director of Technology, at 931-668-4022 ext. 227.**

### **Format, Due Date**

Sealed proposals (no e-mails or fax) are **due no later than Thursday, April 23, 2015 at 10:00 A.M. Central Time.** Late proposals will not be considered. Submit responses to:

Warren County Financial Management Committee  
C/O Warren County Finance Department  
Warren County Administrative Office Building  
201 Locust Street, Suite 2  
McMinnville, Tennessee 37110

All submitted proposals will be considered the property of the Warren County School District.

Three (3) copies of your completed proposal should be submitted.

## **A. Contract**

The proposal should include a contract for proposed services. If the vendor does not wish to submit an actual contract with the proposal, a sample contract would be submitted with the proposal.

## **B. Services Requested**

### Web Hosting Services

This is a request for Web hosting services for 11 school building sites, 6700 students, 530 teachers and 30 administrators. This service must be compatible with the current web content management system that we have in place and must include a feature for hosting our board policies that allows them to be searched by word(s).

## **C. Vendor Background**

### Company Information

List your company's legal name, address, and telephone number. Include parent company information if applicable.

### Vendor Authorizations

Provide Company authorizations

### Technical Support

Provide normal support hours. Provide technical certifications of all staff members.

### References

Provide other school districts within this state as references.

## **D. Selection Process**

A number of factors will influence the decision in selecting the vendor. These factors include a technical evaluation based upon the vendor's ability to deliver these services in a timely manner.

Equally important is a vendor evaluation based upon vendor reputation, past performance with similar projects, service and support resources, etc.

Please note that Warren County School District will evaluate cost-effective solutions based on features, functionality, implementation difficulties, as well as cost, and is not obligated to select the lowest price bidder.

**E. Exporting Information**

The cost of exporting Warren County School's webpage information from our current web hosting software to a new selection would have to be included in this RFP if a new product is selected. Please include price separately.

**F. Mobile App**

The cost of a mobile web site should also be included as a separate price.

**G. Length of Contract**

Bid as a one-year contract with an alternate as a three-year contract.

**Warren County Schools  
Bid Tab  
Web Hosting**

**Firm Name**\_\_\_\_\_

**Address**\_\_\_\_\_

**City/State/Zip**\_\_\_\_\_

**Phone Number**\_\_\_\_\_

**Print Name**\_\_\_\_\_

**Authorized Signature**\_\_\_\_\_

**E-mail address**\_\_\_\_\_

**One Year     \$**\_\_\_\_\_

**Three Year   \$**\_\_\_\_\_

**Please attach this page to your proposal.**